

**BAY-DELTA ADVISORY COUNCIL
DRAFT OPERATING PROCEDURES***

1. Official Designation: Bay-Delta Advisory Council or BDAC

2. Purpose, Objectives, and Goals:

The purpose of the BDAC is to provide advice on the long-term solutions to address the underlying causes of problems affecting the San Francisco Bay, Sacramento-San Joaquin Delta Estuary and its watershed (Bay-Delta Estuary) public values. These values include: water quality protection of the Bay-Delta Estuary and its fish and wildlife resources, effective planning and operation of water systems and maintenance of Delta levees and channels.

Specific responsibilities include:

- a. Advise CALFED on the Program Mission, including both the problems to be addressed and a specific set of objectives for the CALFED Bay-Delta Program.
- b. Advise CALFED on measures to be taken to ensure public participation and provide a forum for public access and comment to the process.
- c. Review and comment on draft reports prepared by CALFED staff including program objectives, solution alternatives and alternative evaluation criteria.
- d. Advise CALFED on the adequacy of proposed solution alternatives as part of the NEPA/CEQA environmental documentation process.

3. BDAC Organization:

1. Official to whom the Advisory Council Reports - The BDAC reports through CALFED to the Secretary of the Interior (Secretary) and the Governor of California (Governor).
2. Administrative Support - Administrative support will be provided by the CALFED Bay-Delta Program as outlined in the CALFED Funding, Administration and Program Agreement.
3. Allowances - Members will serve without compensation for their services on the advisory council. Non-Federal and non-State members will be reimbursed for travel, subsistence and other necessary expenses incurred by them in

performing duties. Reimbursement will be at the Federal per diem rate for the city in which the meeting is held. BDAC members will provide all necessary information to administrative staff at the CALFED Bay-Delta Program to complete forms to ensure proper reimbursement procedures.

4. Period of Time Necessary for the BDAC and Termination Date - The BDAC is expected to exist until such time as the NEPA/CEQA process is completed. Under the provisions of the Federal Advisory Committee Act, 5 U.S.C. APP. (1988), the BDAC charter must be renewed every two years from the date of filing.

4. BDAC Meetings

1. Frequency of Meetings - The advisory council will meet at least quarterly or more frequently at the call of the Chairperson with the advance approval of the Designated Federal and State Officials, who must also approve the agenda.
2. Meeting Notice - All meetings of the BDAC will be open to the public and will be announced in the FEDERAL REGISTER at least 15 days before each meeting. Meeting notices will also be sent to CALFED, stakeholder organizations, local media and all other interested parties.
3. Conduct of Meetings - All meetings shall be conducted according to Robert's Rules of Order. Each meeting shall be called to order and adjourned by the Chair or Vice-chair. The designated State and Federal Officials (or their official designees) must attend each meeting of the advisory council.
4. Quorum Necessary for Action - A quorum of the BDAC members is necessary for the transaction of business. A quorum is defined as a majority of the membership of the BDAC.
5. Voting - An affirmative vote of three quarters of a quorum is necessary to take all actions voted on by BDAC. Voting must be by member, in person only. Neither proxy, absentee, or alternate votes are allowed.

6. BDAC Members

1. Appointed Members - Members will be jointly selected by the Governor and the Secretary from nominations provided by CALFED.
2. Vacancy - Whenever a vacancy occurs among the BDAC members it will be filled in the same manner as the original appointments.

3. Terms of Office - Members of the BDAC will serve until the advisory council is disbanded.
4. Chair and Vice-Chair - A chair and vice-chair for the BDAC will be selected by the Secretary and the Governor.
5. Removal of Members - If a member misses without good cause three consecutive, regularly scheduled meetings, that member's membership will be terminated. Good cause will be determined by the Chairperson who will take into consideration the specific facts related to the absence.

7. Records and Reports:

1. Minutes and Summary Reports - A summary report of each meeting, including a record of actions, of the BDAC will be prepared for distribution to the membership, CALFED, stakeholder organizations and to others upon request. Detailed minutes of each meeting of the BDAC will be available for public inspection and copying at the CALFED Bay-Delta Program office.
2. Reports - Copies of all studies and reports received, issued or approved in conjunction with the activities of the BDAC will be available for public inspection and copying at the CALFED Bay-Delta Program office.

* Operating procedures are draft pending approval by counsel representing CALFED.